**ASA STYLE - 7th Edition** *Quick Guide*

# What is ASA?

The American Sociological Association (ASA) is an association that serves sociologists in their work by advancing sociology as a scientific discipline and profession and promoting the contributions and use of sociology to society. Based on *The Chicago Manual of* Style (<http://www.chicagomanualofstyle.org/tools_citationguide.html>), ASA Style is widely-adopted by sociology departments as a guide for the preparation of theses, dissertations, and other types of research papers. This handout serves as an abbreviated guide to ASA style.

ASA style includes guidelines for presentation formats (e.g., headings, tables, figures, citations, and references) as well as basic writing information.

* Writers should avoid writing in the first person, injecting opinion, overstating claims, and overwriting.
* They should use the active voice, maintain consistency in grammar, be concrete and specific, and aim for creative but smooth composition.

For additional writing information, please consult the ASA Style guide.

# Step 1: Creating text Citations

ASA Style uses an author-date system of citation that has a brief text citation enclosed in parentheses and a complete list of references at the end of an article or research paper.

When creating text citations, please keep in mind the following rules and examples.

* Citations in the text include the last name of the author(s) and the year of publication. If the **author’s name is in the text**, follow it with the publication year in parentheses:

It was only when revisiting the data while reading Sudnow’s (1967) study of dying in hospitals, *Passing On*, that the variation in the emergency department gained theoretical traction.

* If the **author’s name is not in the text**, enclose the last name and publication year in parentheses:

This revisiting, forcing the researcher to reevaluate and rethink mundane experience to break the habituation of perception (Kilpinen 2009), is heightened through detailed field notes, transcriptions, coding, and memo writing.

* If a **work has two authors** (i.e. joint authors), give both last names:

Generally, taking detailed field notes and precise transcriptions is understood as a way to check against faulty memory and against the tendency – well established in the study of memory and of rumor – to modify our field experience retroactively so that it fits better with our theoretical proclivities or with the kind of narrative we want to tell (Allport and Postman 1947).

* If a **work has three authors**, cite all three names in the first citation in the text; thereafter, use *et* *al.* in the citation. If a work has more than three authors, use *et al.* in the first citation and all subsequent citations.

Facing an increasingly service-based economy with greater “affective requirements,” men may lay claim to the feminine qualities of nurturance and compassion in order to maintain economic relevance (Bulan et al. 1997).

* If **more than one work are cited** in a sentence, include each citation within one parentheses, order citations by author or date (choose one and be consistent), and separate the citations with a semicolon:

Creative theory development does not occur randomly but often begins with inhabiting a marginal structural position in a broader intellectual milieu that stifles ambition (Becker 1982; Collins 1987; Farrell 2011).

* When **quoting directly from a work** or referring to specific passages, include page numbers.

Similar to other grounded theorists, however, Charmaz positioned abduction as secondary to induction: “Grounded theory begins with inductive analyses of data but moves beyond induction to create an imaginative interpretation of studied life. We adopt abductive logic when we engage in imaginative thinking about intriguing findings and then return to the field to check our conjectures” (Charmaz 2009:137-38).

# Step 2: creating a reference List

Include a reference list at the end of the text with a separate section headed *References*. All references cited in the text should be listed in the reference section. All references listed should correspond to citations in the text. The references section should be double-spaced, similar to other parts of the research paper or manuscript.

ASA Style, following the CMOS, offers the following general guidance for citing online sources:

“References (whether from print or online sources) should provide all basic elements of information about a source (name of author or institution, year of publication, name of article, title of publication, and name and location of publisher) so the reader can readily access the material being cited. Most sources consulted online can be cited by adding a URL (or in some cases the bibliographic database) after the full facts of publication” (*CMOS* 2017:892-93).

Below are formats and example references for works from different types of sources.

## Books

**Author1** (last name inverted), **Author2** (including full surname, last name is not inverted), **and Author3** (same format as author 2). **Year of publication.** ***Name of Publication*** *(italicized)*. **Location of publisher, state, or province postal code** (or name of country if a foreign publisher): **Publisher’s Name.**

Abbott, Andrew. 1988. *The System of Professions*. Chicago: University of Chicago Press.

Glaser, Barney G. and Anselm L. Strauss. 1965. *Awareness of Dying*. Chicago: Aldine.

## Journal articles

**Author1** (last name inverted), **Author2** (including full surname, last name is not inverted), **and Author3** (same format as author 2). **Year of publication. “Title of Article.”** ***Name of Publication*** *(italicized)* **Volume Number (Issue Number): page numbers of article.**

Chen, Feinian, Yang Yang, and Guangya Liu. 2010. “Social Change and Socioeconomic Disparities in Health over the Life Course in China: A Cohort Analysis.” *American Sociological Review* 75(1):126-50.

Collins, Patricia Hill. 1992. “Transforming the Inner Circle: Dorothy Smith’s Challenge to Sociological Theory.” *Sociological Theory* 10:73-80.

## Chapters in books

**Author1** (last name inverted), **Author2** (including full surname, last name is not inverted), **and Author3** (same format as author 2)**. Year of publication. “Title of article or chapter.” Pp.** (with page numbers elided) **in *Name of Publication*** *(italicized)*, **edited by Editor1, Editor2, and Editor3** (editors’ initials only for first/middle names, names not inverted). **Location of publisher, state, or province postal code** (or name of country if a foreign publisher): **Publisher’s Name.**

Charmaz, Kathy. 2000. “Grounded Theory: Objectivist and Constructivist Methods.” Pp. 509-35 in *Handbook of Qualitative Research*, edited by N. K. Denzin and Y. S. Lincoln. Thousand Oaks, CA: Sage Publications.

Timmermans, Stefan and Iddo Tavory. 2007. “Advancing Ethnographic Research through Grounded Theory Practice.” Pp. 493-513 in *Handbook of Grounded Theory*, edited by A. Bryant and K. Charmaz. London, England: Sage Publications.

## Dissertations or theses

Titles of dissertations and theses are placed in quotation marks (not italics). Include the department, the university, and, if consulted online, a URL. For dissertations obtained from a commercial database, include the name of the database and the identification number supplied by the database.

Santos, Maria Cecília Mac Dowell dos. 1999. “The State, Feminism, and Gendered Citizenship: Constructing Rights in Women’s Police States in Sao Paulo.” PhD dissertation, Department of Sociology, University of California, Berkeley. ProQuest Dissertations and Theses (9931386).

## Online articles, books, and book chapters

The general form for online periodicals (including online journals, magazines, and newspapers), books, and book chapters follows the same pattern for print publications. References should provide all basic elements of information about a source (name of author or institution, year of publication, name of article, title of publication, and name and location of publisher) so the reader can access the source that was used. Most online sources can be cited by adding a URL, the name of a database, or a digital object identifier (DOI) after the bibliographic information.

ONLINE JOURNAL ARTICLES WITH A DIGITAL OBJECT IDENTIFIER (DOI)

Persell, Caroline Hodges, Kathryn M. Pfeiffer, and Ali Syed. 2008. “How Sociological Leaders Teach: Some Key Principles.” *Teaching Sociology* 36(2):108-24. doi:10.1177/0092055X0803600202.

Rejowska, Agata. 2021. “Humanist Weddings in Poland: The Various Motivations of Couples.” *Sociology of Religion*, 82(3):281-304. doi:10.1093/socrel/sraa060.

NEWSPAPER ARTICLES FROM A WEBSITE OR A DATABASE

Karni, Annie, and Stephanie Lai. 2022. “House Passes Policy Funding Bills, With Democratic Rifts on Vivid Display.” *The New York Times*, September 22. https://www.nytimes.com/2022/09/22/us/politics/house-passes-police-funding-bills.html

Kamisher, Eliyahu. 2022. “Oakland Port at a Standstill Over Labor Law Protest.” *The Oakland Tribune*, July 22. Newsbank.

EBOOK

Bouman, Walter Pierre, and Jon Arcelus. 2017. *The Transgender Handbook: A Guide for Transgender People, Their Families and Professionals*. New York: Nova. EBSCO eBook Collection.

ONLINE BOOK CHAPTER

Barnartt, Sharon, Kay Schriner, and Richard Scotch. 2001. “Advocacy and Political Action” Pp. 430-49 in *Handbook of Disability Studies*, edited by G. L. Albrecht, K. D. Seelman and M. Bury. Thousand Oaks, CA: Sage Publications. https://archive.org/details/handbookofdisabi0000unse

Holm, Gunilla. 2014. “Photography as a Research Method” Pp. 380-402 in *The Oxford Handbook of Qualitative Research*, edited by P. Leavy. Oxford: Oxford University Press. EBSCO eBook Collection.

## Websites and Other Online Sources

WEBSITES

Please make sure when citing a website that the source is not in fact one of the types of sources listed above (i.e. an ebook from a database, an online journal article, etc.). For websites, include as much of the following information as can be determined from the website: the **title or description of the specific page**; the **title or description of the site as a whole**; the **owner or sponsor of the site**; and **a URL**. Also **include a publication date or date of revision of modification** (*CMOS* 2017:845-46). If **no date can be determined, use n.d.** as the date of publication in the reference list entry and for the in-text citation.

Google. 2017. “Privacy Policy.” Privacy & Terms. Last modified February 10, 2022. <https://policies.google.com/privacy>

ASA (American Sociological Association). n.d. “What is ASA?” Accessed September 22, 2022. <https://www.asanet.org/about/what-asa>

BLOG ENTRIES OR COMMENTS

Blog posts are cited in the same manner as online newspaper articles. Citations include the author of the post, the title of the post in quotation marks, the title of the blog in italics, the date of the post, and a URL. In the author/date format, it is sufficient to cite blog posts (as with newspapers and magazines) entirely in the text.

Ray, Victor. 2018. “The Racial Politics of Citation.” *Conditionally Accepted* (blog), *Inside Higher Ed.* April 27, 2018. <https://www.insidehighered.com/advice/2018/04/27/racial-exclusions-scholarly-citations-opinion>.

Dor, Lynford, and Carin Runciman. 2022. “Reorganizing the Core: Precarity, Organizing and the Labour Process in South African Manufacturing.” *Marxist sociology blog*. September 21, 2022. https://marxistsociology.org/2022/09/reorganizing-the-core-precarity-organizing-and-the-labour-process-in-south-african-manufacturing/

EMAIL, TEXT MESSAGES, AND SOCIAL MEDIA SOURCES

Citations for email, text messages, personal communications, and social media sources can be limited to the text only. A frequently cited source may be included in the reference list as well.

Questions? ASK FOR A COA LIBRARIAN FOR HELP! HTTPS://ALAMEDA.EDU/LIBRARY/